

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director, 797-1169

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF UTILITIES MAINTENANCE MECHANIC TRAINEE AND ASSIGNING A PAY GRADE OF 511 (\$30,912 - \$41,426), IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN, AND REVISING THE CLASS SPECIFICATION OF UTILITIES MAINTENANCE MECHANIC.

REPORT IN BRIEF: This resolution provides a new job description and assigns the pay grade 511 (\$30,912 - \$41,426) for the Utilities Maintenance Mechanic Trainee job classification. This job classification is being added to the title series in order to provide an entry level for candidates that have some training and experience in the field, however, lack the necessary training and experience to qualify for the Utilities Maintenance Mechanic title classification. In addition, the creation of this position will assist in the recruitment in the Utilities Maintenance Mechanic title classification which has been quite challenging to recruit candidates that have the necessary training and experience required to perform the duties of the position.

In addition, this resolution provides a revised job specification for the Utilities Maintenance Mechanic job classification. This job classification is being revised in order to allow flexibility in the recruitment for the Utilities Maintenance Mechanic title classification. Recruitment has been quite challenging in finding candidates with Class "C" License in water distribution and waste water collection systems from the Florida Department of Environmental Regulation. The revised requirement states that the license is "preferred". The pay grade of 513 (\$34,075 - \$45,664) for Utilities Maintenance Mechanic remains the same.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted?	Yes
If no, amount needed:	N/A

What account will funds be appropriated from: Salaries

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications (Exhibit “A” and “B”).

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF UTILITIES MAINTENANCE MECHANIC TRAINEE AND ASSIGNING A PAY GRADE, IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN; AND REVISING THE JOB SPECIFICATION OF UTILITIES MAINTENANCE MECHANIC.

WHEREAS, the Town of Davie recommends the adoption of the class specification Utilities Maintenance Mechanic Trainee, and the revision of the class specification of Utilities Maintenance Mechanic;

WHEREAS, The Town of Davie has evaluated the pay grade for Utilities Maintenance Mechanic Trainee and recommends it to be assigned to pay grade 511 (\$30,912 - \$41,426), while the pay grade for Utilities Maintenance Mechanic remains at 513 (\$34,075 - \$45,664) ; and

WHEREAS, The Town of Davie recommends that the Town Council approve the adoption of the class specification for Utilities Maintenance Mechanic Trainee and the assignment of pay grade 511 (\$30,912 - \$41,426), and the revision of the class specification for Utilities Maintenance Mechanic,

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specifications for Utilities Maintenance Mechanic Trainee, pay grade 511 (\$30,912 - \$41,426), and the revised class specification of Utilities Maintenance Mechanic are hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A" and "B."

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002.



CLASS SPECIFICATION UTILITIES MAINTENANCE MECHANIC TRAINEE

GENERAL STATEMENT OF JOB

Under supervision of the Utilities Maintenance Mechanic or Utilities Maintenance Supervisor, receives skilled electrical and technical work training and provides assistance in the maintenance and repair of mechanical and electromechanical machinery and equipment in the water and waste water treatment plants, lift stations, and Utilities Department facilities. Operates lift station. Reports to Utilities Maintenance Mechanic or Utilities Maintenance Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists in the maintenance and repair of lift stations and mechanical and electromechanical machinery and equipment within Utilities Department facilities.

Keeps maintenance records.

Prepares requisition requests for required supplies and materials.

Performs preventative maintenance and repairs for department facilities, machinery, and equipment.

Keeps records of preventative maintenance schedules.

Lubricates equipment and checks for malfunctions.

Replaces packing and valves.

Replaces bearings in motors, pumps, and other equipment.

Cleans pumps and bar screens and performs other plumbing tasks.

Adds chemicals at lift station as necessary.

Maintains physical appearance of lift stations, including mowing grass, painting and housekeeping.

Performs clean-up work after repairs are completed.

Performs other related work as required.

Exhibit A

Utilities Maintenance Mechanic Trainee

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED and a minimum of two (2) years experience in the mechanical and electrical repair field, preferably in a water or waste water system environment, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Note:

This trainee classification is for a two (2) year term. Upon successfully completing two (2) years of service as a Utilities Maintenance Mechanic Trainee, and upon receipt of a Class "C" License in water distribution and water waste collection systems from the Florida Department of Environmental Regulation, employee will advance to the title of Utilities Maintenance Mechanic.

SPECIAL REQUIREMENTS

Possession of a valid Class "B" Commercial Driver's License (CDL) with air brake and tanker endorsement as issued by the State of Florida and a good driving history. Ability to obtain a Class "C" License in water distribution and waste water collection systems within two (2) years of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including air compressors, generators, power tools, electromechanical equipment, mechanics tools, paint equipment, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for medium to heavy labor.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, forms, prints, etc.; requires the ability to prepare correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in electromechanical and engineering terminology.

Utilities Maintenance Mechanic Trainee

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

2

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the mechanical and maintenance requirements associated with a water and waste water treatment plant and lift station operation. Has considerable knowledge of the common practices, tools, methods, and techniques used in the mechanical and electrical trades. Has considerable knowledge of the occupational hazards involved in lift station maintenance and the proper safety precautions. Is skilled in the use of common hand tools and power equipment associated with the mechanical and electrical trades. Is able to read and interpret blueprints and engineering specifications. Is able to plan, assign, and supervise the work of subordinates and to instruct them in proper work methods and procedures. Is able to exercise considerable independence and initiative in directing operations and in resolving work problems in compliance with established procedures. Is able to detect malfunctions in the operation of mechanical and electrical equipment and to determine proper remedial measures. Is able to maintain work records and to prepare written reports of activities and projects. Is able to give and follow oral and written instructions. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to maintain readiness to work on a 24-hour, call-in basis.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work".

Utilities Maintenance Mechanic Trainee

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town Policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

3

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, or alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy, or procedures, etc.. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.



CLASS SPECIFICATION

UTILITIES MAINTENANCE MECHANIC

GENERAL STATEMENT OF JOB

Under supervision, performs skilled electrical and technical work in the maintenance and repair of mechanical and

Utilities Maintenance Mechanic Trainee

electromechanical machinery and equipment in the water and waste water treatment plants, lift stations, and Utilities Department facilities. Supervise lift station, field, or plant personnel who perform a variety of skilled and semi-skilled tasks in servicing and maintaining equipment and machinery. Reports to Utilities Maintenance Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK**ESSENTIAL JOB FUNCTIONS**

Responsible for the maintenance and repair of lift stations and mechanical and electromechanical machinery and equipment within Utilities Department facilities.

Keeps maintenance records.

Prepares requisitions for required supplies and materials.

Trains new employees.

Supervises, instructs, and inspects work of assigned maintenance personnel to ensure proper performance of work and repairs.

Performs preventative maintenance and repairs for department facilities, machinery, and equipment.

Keeps records of preventative maintenance schedules.

Lubricates equipment and checks for malfunctions.

Replaces packing and valves.

Replaces bearings in motors, pumps, and other equipment.

Cleans pumps and bar screens and performs other plumbing tasks.

Adds chemicals at lift station as necessary.

Maintains physical appearance of lift stations, including mowing grass, painting and housekeeping.

Performs clean-up work after repairs are completed.

Performs other related work as required.

Exhibit B

Utilities Maintenance Mechanic

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED and a minimum of three (3) years experience which must include one (1) year of supervision or lead work in the mechanical and electrical repair field, preferably in a water or waste water system environment, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a Class "B" Commercial Driver's License (CDL) with air brake and tanker endorsement as issued by the State of Florida and a good driving history. Possession of a Class "C" License in water distribution and waste water collection systems from the Florida Department of Environmental Regulation preferred. Ability to obtain a Class "B" License in water distribution and waste water collection systems within four (4) years of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including air compressors, generators, power tools, electromechanical equipment, mechanics tools, paint equipment, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for medium to heavy labor.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in electromechanical and engineering terminology.

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Utilities Maintenance Mechanic

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using motorized equipment.

2

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

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PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the mechanical and maintenance requirements associated with a water and waste water treatment plant and lift station operation. Has considerable knowledge of the common practices, tools, methods, and techniques used in the mechanical and electrical trades. Has considerable knowledge of the occupational hazards involved in lift station maintenance and the proper safety precautions. Is skilled in the use of common hand tools and power equipment associated with the mechanical and electrical trades. Is able to read and interpret blueprints and engineering specifications. Is able to plan, assign, and supervise the work of subordinates and to instruct them in proper work methods and procedures. Is able to exercise considerable independence and initiative in directing operations and in resolving work problems in compliance with established procedures. Is able to detect malfunctions in the operation of mechanical and electrical equipment and to determine proper remedial measures. Is able to maintain work records and to prepare written reports of activities and projects. Is able to give and follow oral and written instructions. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to maintain readiness to work on a 24-hour, call-in basis.

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Utilities Maintenance Mechanic

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Utilities Maintenance Mechanic